



**DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106**

Dear Applicant:

Thank you for your interest in employment with the Bureau of the Public Debt (BPD). BPD is an integral part of the Department of the Treasury that manages Treasury's debt finance, accounting operations and Treasury securities. Additionally, we have a large franchise component that provides administrative support services to other Federal agencies on a reimbursable basis. To fulfill our missions, we hire highly qualified people in the areas of management, accounting, finance and human resources. We offer a competitive salary plus an impressive list of benefits such as flexible work schedules, health/life insurance plans, matching 401(k) contributions and many other benefits competitive with other leading organizations.

In order to give you consideration, we need some information. Please provide all of the following applicable information. Failure to submit all the required information may remove your application from consideration or negatively impact your eligibility for veterans' preference or qualifications for certain positions.

- ☒ **RESUME**
- ☒ **APPLICATION FOR THE FEDERAL CAREER INTERN PROGRAM**, the attached application must be completed and returned.
- ☒ **ALL undergraduate/graduate transcripts** (copy of **official transcripts**) to verify degrees earned and/or courses completed.
- ☒ **VETERANS**, to be given preference you **must submit** a copy of your **DD-214** Part 4 or other documentation showing dates of service and type of discharge. If you are a 10-point preference eligible, you must also submit the Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

Management officials may review your application when there is a job vacancy that corresponds with your qualifications. Your application will be retained in our active referral files for one year from the date of receipt. At the end of one year, your application will be removed from our files unless you submit a new application package. If you require additional information during this process please feel free to contact our office.

TREASURY FRANCHISE EMPLOYMENT SERVICES BRANCH
200 THIRD STREET, A2-H
PARKERSBURG, WV 26106-5312
TELEPHONE: (304) 480-8326 FACSIMILE: (304) 480-8292

You must be a U.S. citizen to work for the Bureau of the Public Debt.
www.publicdebt.treas.gov

Application For The Federal Career Intern Program

Applicant Name: _____ Date: _____

Source/Career Fair: _____

Graduation Date: _____ Date Available: _____ Overall GPA: _____

School Attended: _____

Degree: _____ Major: _____

School Attended: _____

Degree: _____ Major: _____

Relevant Positions Held: _____

Typing Speed: _____

Check all that apply: ☐ U.S. Citizen ☐ Veteran If yes: ☐ 5 Points ☐ 10 Points

Positions of Interest (Check all that apply)

These positions are one-grade interval positions.
All have promotion potential to at least the GS-07 level*

- ☐ Accounting Technician (GS-0525)
- ☐ Computer Assistant (GS-0335)
- ☐ Human Resources Assistant (GS-0203)
- ☐ Legal Instruments Examiner (GS-0963)
- ☐ Travel Systems Technician (GS-0503)

These positions are two-grade interval positions.
Most have promotion potential to the GS-12 level**

- ☐ Accountant (GS-0510)/Auditor (GS-0511)
- ☐ Budget Analyst (GS-0560)
- ☐ Contract Specialist (GS-1102)
- ☐ Administrative & Program Series (GS-0301)
(Customer Service, Technical Advisor, Visual Information Specialist, etc.)
- ☐ Financial Systems Analyst (GS-0501)
- ☐ Human Resources Specialist (GS-0201)
- ☐ Information Technology Specialist (GS-2210)
- ☐ Management/Program Analyst (GS-0343)

*\$38,117 in Parkersburg WV, \$41,210 in Washington, DC

**\$67,613 in Parkersburg WV, \$73,100 in Washington, DC

Desired Location ☐ Parkersburg, WV ☐ Washington, DC
(Check both if applicable)

Grade(s) applying for (applicants will only be considered at the grade level(s) requested below):

- ☐ GS-05 (\$30,772 in WV, \$33,269 in DC)
- ☐ GS-07 (\$38,117 in WV, \$41,210 in DC)
- ☐ GS-09 (\$46,625 in WV, \$50,408 in DC)